

**COUNTY OF SAN BERNARDINO  
TRANSPORTATION/FLOOD CONTROL  
LAND DEVELOPMENT**

**STREET IMPROVEMENT PLAN SUBMITTAL REQUIREMENTS**

Improvement Plans will not be accepted on first submittal without the following:

**I. "INITIAL SUBMITTAL REQUIREMENTS"**

**A. Submit the following:**

1. Five (5) sets of plans signed and sealed by Engineer.
2. Engineer's estimate of quantities (check with Land Development for current unit costs), for bonding purposes.
3. Checking fee, (payable to County of San Bernardino)

	<u>Initial Deposit Per Sheet</u>
a. Single Family	\$1,000.00
b. Conditional Use (Plot)	\$2,200.00
c. Minor Subdivision/Tentative Parcel Map	\$2,200.00
d. Tract	\$2,200.00
4. Survey notes and/or plotted cross sections.
5. Drainage Study, if applicable
6. Owner's name and address
7. Project number and Assessor's Parcel number. Assessor Parcel number not needed on Tract Street Improvement Plans. (Project #: MS #, PP#, SA#, PM#, TR#, etc.)

**B. Deliver or mail to:**

1. West Valley, East Valley, or Mountain/  
South Desert Regional Offices  
Land Development Engineering  
825 E. Third Street, 2nd Floor  
San Bernardino, CA 92415-0835  
Phone - (909) 387-2350
2. North Desert Regional Office  
Land Development Engineering  
15505 Civic Drive  
Victorville, CA 92392  
Phone - (619) 243-8183

## Street Improvement Plan Submittal Requirements

- C. Coordinate with Cal-Trans when project adjacent to State Highway.
- D. Coordinate with City when project adjacent to or in Sphere of Influence.

### II. PREPARATION OF PLANS

#### A. Project Design Parameters and Format

- 1) Project design must conform to Planning Commission Conditions of Approval, applicable County Standards and acceptable engineering design principles.
- 2) Standard Plan and Profile mylar
  - a) Sheet size 24" x 36"
  - b) All work shall be done in ink and must be clearly reproducible
  - c) Stick-on's allowed for Title Block only

#### B. Title Block

- 1) Use standard San Bernardino County Road Department Title Block
- 2) Show street name
- 3) Show Plot Plan Index Number, Minor Subdivision Number or Tract Number
- 4) Show road number and limits of work (will be provided by Land Development Division)
- 5) Show Engineer's address block
- 6) Include Registered Civil Engineer's signature, Registration number, date, seal and expiration date

#### C. Index and Vicinity Map

- 1) Show on first sheet
- 2) Index map required in addition to vicinity map with multiple sheet projects
- 3) Show street drainage diagram with drainage arrows on index map
- 4) Show North arrow pointing up or to the right
- 5) Show street names

#### D. Typical Section

- 1) May be shown on title sheet (multiple sheet projects) or on applicable plan sheet
- 2) Show existing and proposed Right-of-Way dimensions
- 3) Show and dimension all proposed construction elements (i.e.: curb and gutter, sidewalk, walls, widths of existing and proposed pavement widening, etc.)
- 4) Indicate cross-slope gradients and parkway, existing and proposed A.C. widening

## Street Improvement Plan Submittal Requirements

- 5) Cross-slope of proposed A.C. widening shall be 1-5% - 5% range.
- 6) Match-up widening to existing pavement should show saw-cut line (when applicable) and minimum 2' of feather over existing
- 7) When required show minimum 0.1' A.C. overlay over existing pavement
- 8) Show removals of existing curb/A.C. berm, A.C. pavement, etc.
- 9) Include following caption under typical section: "Construct \_\_\_\_\_ A.C. over \_\_\_\_\_ per soils test"

### E. General Notes

- 1) Include listing of applicable County approved general notes on first sheet

### F. Plan Review

- 1) Show bench mark information on first sheet. U.S.C. and G.S. or other datum acceptable to the San Bernardino County Transportation Department shall be used.
- 2) North arrow (oriented up or to right)
- 3) Scale is 40-Feet to 1-Inch (other scales require prior approval)
- 4) Direction of stationing should be from South to North or West to East
- 5) Show centerline stationing at 100' stations
- 6) Extend future curb and gutter 300' beyond limits of proposed improvements or to tie to existing curb and gutter
- 7) Stationing at centerline intersections with equations, if applicable
- 8) Stationing at limits of construction
- 9) Show centerline intersection station tie to nearest County Maintained Road
- 10) Stationing and T.C./F.L. elevations at B.R.C.'s and E.C.R.'s
- 11) Stationing of B.C.'s, P.R.C.'s, E.C.'s
- 12) Show names of all streets
- 13) Curb return data (Delta, Tangent, Radius, Length)
- 14) Curb return and Right-of-Way radius is 20' for Local and Collector Streets; 35' for Secondary and Major Highways
- 15) Centerline curve data (Delta, Tangent, Radius, Length)
- 16) Show proposed cross-gutters and spandrels with F.L. elevations at street centerline and P.I.'s
- 17) Show lot lines and numbers
- 18) Show and dimension existing and proposed Right-of-Way lines both sides of street
- 19) Plot and label existing topo within Right-of-Way, including disposition if affected by construction
- 20) Show connections to existing improvements with elevations and stationing
- 21) Show alleys and Right-of-Way dimensions
- 22) Shade proposed pavement construction
- 23) Hatch proposed A.C. overlay
- 24) Cross-hatch existing pavement removal areas

## Street Improvement Plan Submittal Requirements

- 25) Show all existing driveways within area affected by construction.  
(Provide all construction details, including profile of connection for any reconstruction)
- 26) Proposed driveways shall include Standard Number, width, and Center Line station
- 27) Show all easements and existing utilities
- 28) Indicate existing and proposed flowlines with drainage flow arrows  
(include F.L. elevations where applicable)
- 29) Show details of proposed improvements which are not County standard or Cal-Trans standard plans.
- 30) Reference all proposed improvements with applicable construction notes on each sheet.
- 31) Show all proposed drainage facilities including construction data, dimensions, C.L. and corner elevations, and centerline stationing
- 32) Denote type, size, length, gauge/strength of drainage pipe lines
- 33) Show sidewalk ramps at all intersections where sidewalk required
- 34) Show curb cut off wall and/or thickened-end section where dewatering off terminus of road exceeding 3% grade

### G. Profile View

- 1) Horizontal scale to correspond to plan scale
- 2) Vertical scale is 4-feet to 1-inch (other scales require prior approval)
- 3) Show datum reference at both ends of profiles
- 4) Existing ground at centerline and proposed centerline grade
- 5) Existing edge of pavement left and/or right or centerline on match-up widening
- 6) Existing ground at Right-of-Way line left and right of centerline
- 7) Existing and proposed top of curb left and/or right of centerline
- 8) Curb return profile with B.C.R./E.C.R. designations; dimension length of return and flag elevations at 1/4 points
- 9) Curb returns transitioning height of curb face should show increments of transition at 1/4 points
- 10) Label all grade lines and profiles
- 11) Stationing and elevations at limits of construction and at B.V.C's, E.V.C's, and grade brakes (1% maximum G.B. is allowed)
- 12) Show all grades (consult County design specifications for minimums/maximums)
- 13) Stationing and elevations at 25' increments on vertical curves
- 14) Extend profiles beyond limits of improvement for 300' or to tie to existing curb and gutter
- 15) Stationing at bottom of profile grid
- 16) Names, stations, elevations or intersecting streets
- 17) Length of vertical curves to be a function of design speed (consult with County Specifications) and safe stopping sight distance. 100' is minimum length
- 18) Grade of "X" gutters shall be relative to street centerline grade. Using edge of gutter as control, maintain a 2% "X"-slope on new street

## Street Improvement Plan Submittal Requirements

construction and wrap gutter flow line between end of "X" gutter and point of return

- 19) Profile required for all proposed drainage facilities
- 20) Show existing and proposed utility and drainage facility crossings
- 21) Profiles required for all proposed drainage facilities, including hydraulic grade line
- 22) Maximum approach grade to intersections shall not exceed 6%

### H. "Details"

- 1) Construction for proposed non-standard facilities (see Section "F", Item #29) may be shown on applicable plan sheet or separate detail sheet
- 2) Show all necessary views and sections with dimensions, notes, data, specifications, elevations and re-bar placement
- 3) Include any special construction notes applicable to proposed facility

### I. Revisions (to Approved Plans)

- 1) Description of revisions to be included in revision block
- 2) Revision symbol (denoted "Λ" with sequential number), shown on revision block and on plan
- 3) Submit blueline check prints to regional office which show proposed revisions in red

**County of San Bernardino  
Transportation/Flood Control  
Traffic Division**

**Submittal Requirements for Traffic Control Plans**

Improvement Plans will not be accepted without the following:

1. Traffic Control General Notes. (See page 2 for current revision).
2. Existing & Proposed Traffic Control Devices. Striping as shown per MUTCD 2003 CA Supplement, Fig 3A-101 thru Fig 3A-112. Pavement legends as shown per Fig 3B-20 and Fig 3B-21.
3. Vicinity map including nearest freeway off ramp or major cross street.
4. Distance of proposed road or tract entrance to the nearest county maintained road.
5. Identify each type of traffic control device separately by referring to MUTCD 2003 and the California Supplement to MUTCD 2003 signing and striping references, where applicable.
6. Submit all existing and proposed paved roads with edge of pavement identification and all existing and proposed dirt roads with edge of travel way identification, where applicable.
7. Provide adequate road transitions for all locations including new and existing roads where there is an abrupt change in road alignment.
8. Evaluate corner sight distances at all intersections including intersections bordering project. Provide plan and profile for verification including landscape plans, where applicable. (Ref.: Caltrans Highway Design Manual Index No. 405.1, Table 405.1A). Clear all sight restrictions within sight triangle per attached Typical Corner Sight Distance Diagram Fig 1 requirements.
9. Evaluate stopping sight distance especially roads with vertical and horizontal curves. Provide plan and profile for verification, where applicable.
10. Evaluate passing sight distance for all the roads related to the project. Provide plan and profile for verification, where applicable.
11. Assign Assessors Parcel Number (APN) to each plan submittal.
12. Identify City/County/State boundaries where applicable. (Ex: SAN BERNARDINO COUNTY )  
(NAME) CITY
13. Identify all Rights-of-Way for any and all agencies bordering project, including City, County, State, Railroad, etc.
14. Install a CW9R "ROAD NOT MAINTAINED BY SAN BERNARDINO CO" warning sign at all non-maintained road locations exiting a San Bernardino County maintained road, where applicable.
15. Install curve warning signs where applicable, and provide justification.
16. Install speed limit signs where applicable, and provide justification.
17. Provide stationing throughout project for all streets.
18. The developer should reflect all the conditions of approval on the submitted project plans.

- ☐ 18. Provide following Signature Block #1 for Signing and Striping Plans:

COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC WORKS			
SURVEYED BY:	DRAWN BY:	CHECKED BY:	APPROVED BY
SUBMITTED BY		C.D.E	RECOMMENDED/APPROVED BY
RECOMMENDED/APPROVED BY			
CHIEF, TRAFFIC DIVISION		DATE	DIRECTOR OF PUBLIC WORKS      DATE

Provide following Signature Block #2 for all Street Improvement Plans pertaining to only those sheets with traffic controls      comments:

\_\_\_\_\_  
CHIEF, TRAFFIC DIVISION      DATE